

(CLASSIFICATION)

ER 63-2191

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE MEMORANDUM

OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. 95

DATE 19 March 1963

MEMORANDUM FOR:

DEPUTY DIRECTOR (PLANS)
DEPUTY DIRECTOR (INTELLIGENCE)
DEPUTY DIRECTOR (RESEARCH)
DEPUTY DIRECTOR (SUPPORT)
COMPTROLLER
INSPECTOR GENERAL
GENERAL COUNSEL
ASSISTANT DIRECTOR
FOR NATIONAL ESTIMATES

~~SECRET~~

LBK:rm

1 - each above

1 - ER, via DDCI and DCI

1 - Executive Director ✓

*See also Executive Memorandum #94, dated 4 Mar '63
and DDCI memo to the President dated 8 Mar '63
(ER 63-1980)*

- filed ER

This memorandum contains information for the addressees. Addressees may give this memorandum additional circulation within their components as required. All copies should be **destroyed** not filed, upon completion of circulation. A master file will be kept in the Executive Director's Office and will be available upon request.

~~CONFIDENTIAL~~

25X1

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CONFIDENTIAL

(CLASSIFICATION)

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE MEMORANDUM

OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. 94

DATE 4 March 1963

MEMORANDUM FOR:

DEPUTY DIRECTOR (PLANS)
DEPUTY DIRECTOR (INTELLIGENCE)
DEPUTY DIRECTOR (RESEARCH)
DEPUTY DIRECTOR (SUPPORT)
COMPTROLLER
INSPECTOR GENERAL
GENERAL COUNSEL
ASSISTANT DIRECTOR
FOR NATIONAL ESTIMATES

AC/DCI

LBK:drm

Distribution:

All Addressees noted above

1 - DCI

1 - DDCI

1 - ER

1 - ExDir

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(CLASSIFICATION)

63-1786

4 March 1963

MEMORANDUM FOR: The Executive Committee

**SUBJECT : Watch Office Procedures and the
Prompt Reporting of Information
to Higher Authority**

25X1 1. The recent episode involving [redacted] 25X
[redacted] revealed certain weaknesses in Washington in Watch Office procedures and in prompt reporting of information to higher authority. While the CIA was not directly involved in this particular episode, the actions taken are of direct interest.

2. Attached for your information and guidance is a memorandum for the President dated 20 February and one from the President to the Secretary of State, Secretary of Defense and DCI, as well as a letter from the Deputy Secretary of Defense, commenting on their procedures. Will all members of the Executive Committee please insure that the appropriate personnel are advised of this material and that all of our procedures are correct and expeditious.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick
Executive Director**